

November 17, 2005

Dear District Assessment Coordinator,

In a few reported cases, manufacturing defects have been identified in Fall 2005 WKCE CRT grade 4, 8 and 10 test books. Examples of the issues include loose pages, missing pages, duplicate pages, pages inserted upside down, untrimmed pages, and faded print quality.

While none of these problems affects the validity or accuracy of the test itself, they do require special processing. We have enclosed special handling envelopes in this shipment.

Please follow the steps below for returning books you believe to be problematic:

1. Place student's book in the special handling envelope.
2. Include a copy of the SGL for this school.
3. Deduct this student count from the school SGL population.
4. Write a brief description of the problem on the outside of the envelope.
5. Place the special handling envelope in the first box of books labeled for return.

For books that have pages missing, please follow these steps:

1. Provide the student with a second book and ask him/her to complete only the missing pages in that book.
2. Attach the second barcode label or bubble the basic biographical information into the second book.
3. Return both books to CTB in the special handling envelope.
4. Indicate the missing page numbers on the outside of the envelope.
5. Place the special handling envelope in the first box of books labeled for return.

If issues with a test book occur, please note that it is **not** necessary for teachers to transcribe information from the affected test book into a new test book. If your school or district hired substitute teachers to perform the transcription, CTB/McGraw-Hill will reimburse the school or district administration office at the current state rate.

Please contact the CTB Wisconsin Helpdesk at 800-282-2203 with any questions you may have.

CTB/McGraw-Hill